



PRE-AWARD Meeting
PROJECT NAME

SUBCONTRACTOR _____ DATE _____

Sub Project Manager: _____ Sub Foreman: _____

Sub Owner / Officer: _____ Who will execute contract/Email Address? _____

SRM Superintendent:
 SRM Project Manager:
 SRM Assistant PM:

1. SAFETY: Safety plan, MSDS, jobsite orientation, and sexual harassment training of all site personal required prior to starting work.
2. Weekly Subcontractor Coordination Meeting Mondays at 10:00 am in SRM trailer. This is a **mandatory** meeting. Attendance required two weeks prior to starting work or upon request of the SRM Project Superintendent.
3. T&M Tickets or Field Change Orders will only be paid with the signature of the Project Superintendent. All tickets will be signed daily. Tickets that are not signed by SRM daily will not be accepted.
4. Construction Management Plan – All subs must adhere to the requirements without exception.
5. Daily Log Form/Pre Task Planning Form are required to be filled out daily by your site foreman or superintendent and turned into SRM Superintendent daily (form attached).
6. If unit pricing is requested at pre-award meeting, SRM will need this by end of this day.
7. All subs must adhere to the project schedule without exception.
8. Man Power Commitment _____ Total Estimated Man Hours _____
9. Anticipated Equipment _____
10. Timing of Submittals _____
11. Timing of Shop Drawings _____
12. Anticipated Delivery Lead Times _____
13. Site working hours - 7 AM to 6 PM. Estimated daily work hours from Sub _____
14. Update As-builts weekly (Friday in SRM Trailer)
15. Financial Documents:
 - Pre-Qualification Package Status _____ Current Company Workload _____
 - Acceptance of SRM Subcontract terms and conditions _____
 - Insurance coverage requirement - **\$5 Million in Umbrella** (template attached) _____
 - Review of Subcontractor Schedule of Values _____
 - Billing Procedure - Invitations, payment terms, lien waivers (forms attached), joint checks, 2% early pay discount options
 - Change Order format (template attached)
16. Electronic communication & processes
 - Financial:
 - Submittals:
 - Schedule, Field, and RFI:
17. This document, completed from Pre-Award Meeting will be attached to your Subcontract Appendix 1 as applicable.